



Welcome to Division of Child Development and Early Education

Summer Day Camp





Summer Day Camp Requirements

Requirements for Licensure:

- An approved building, fire and sanitation inspection must be received, if applicable.
- Developmentally appropriate activities must be offered.
- Nutritious meals and snacks must be offered.
- Health and safety training must be completed.
- Criminal record checks must be completed for staff.
- Staff must meet certain educational and/or experience requirements.
- Additional health and safety requirements must be met for the equipment, materials and the location where the children receive care.



Training Objectives

Participants will learn and be able to describe requirements for:

- **Licensing Summer Day Camps**
 - **Required Inspections**
 - **Staffing**
 - **Record Keeping**
 - **Health and Safety**
 - **Transportation**
 - **Activity Planning**
- **NC Subsidized Child Care Program**



Summer Day Camp

What is a Summer Day Camp?

- A center providing care for school-age children exclusively on a seasonal basis between May 15 and September 15

10A NCAC 09. 2502

Is a Summer Day Camp program required to get licensed?

- No, GS 110-86(2)(b) exempts seasonal recreational programs operated for less than 4 consecutive months in a year from being licensed. Licensing is not required unless the program wants to participate in the NC Subsidized Child Care Program

G.S. 110-86(2)(b)



Summer Day Camp

How is a school-aged child defined?

“School-aged child” means any child who is attending or who has attended, a public or private grade school or kindergarten and meets age requirements as specified in G.S. 115C-364.

10A NCAC 09 .0102(31)

A child who is enrolled in, and will attend Kindergarten in the fall is not considered “school aged” and cannot attend a licensed summer day camp.



Summer Day Camp

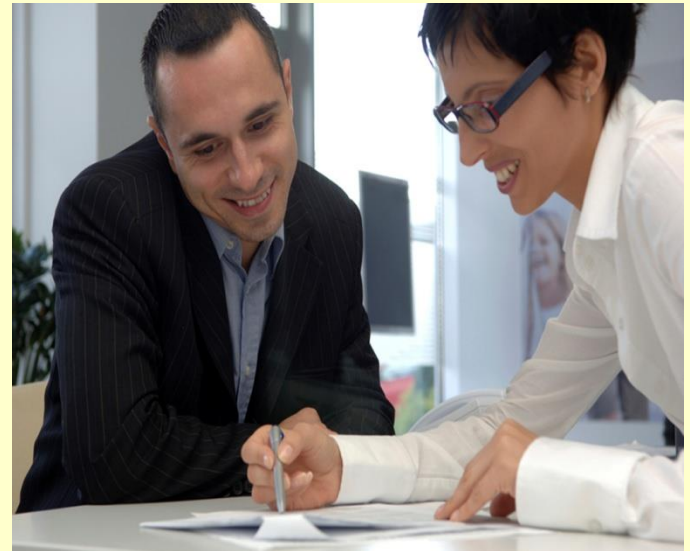
A Program could operate a seasonal recreational program for preschool age children and would be exempt from licensure, based on GS 110-86(2)(b), as long as the program operated for less than 4 consecutive months in a year. If the programs wants to get licensed it would be licensed as a child care center.



Summer Day Camp

Licensing Procedures

- **Child Care Consultant visits facility to determine licensing requirements are met**
- **License becomes effective once ALL licensing requirements are complete**





Religious Sponsored Summer Day Camp

Religious Sponsored Programs Opening Procedure:

- **Letter of Intent must be received 30 days prior to opening**
- **Written Approval sent to program to begin operation**
- **Applicable inspection forms and checklist mailed with response letter.**

GS 110-106 (b)1



Religious Sponsored Summer Day Camp Cont.

- **Program MUST comply with applicable requirements including approved inspections within 30 days**
- **Consultants determine whether “Summer Day Camp Letter of Compliance” can be issued**



Subsidized Child Care Funds





Summer Day Camp

Subsidy Requirements for Summer Day Camp:

- **Must be licensed**
- OR**
- **Must obtain Notice of Compliance**



In 2011, NC implemented the Subsidized Early Education for Kids (SEEK), the new electronic attendance reporting and payment delivery system for the Subsidized Child Care Program.





Payments to providers will be made by the state twice a month by direct deposit to a checking or savings account designated by the provider.





Summer Day Camp

Sanitation Requirements





Summer Day Camp

Sanitation Inspections

- **Contact local health department to verify inspection is needed**
- **Inspection required if food prepared regularly**



15A NCAC 18A .1000



Summer Day Camp

Building Inspections





Summer Day Camp

Public or Private Schools

- **Building currently housing public or private school during school year considered approved**
- **Additional Building inspection not required**

10A NCAC 09 .2503





Summer Day Camp

Requirements for Other Structures

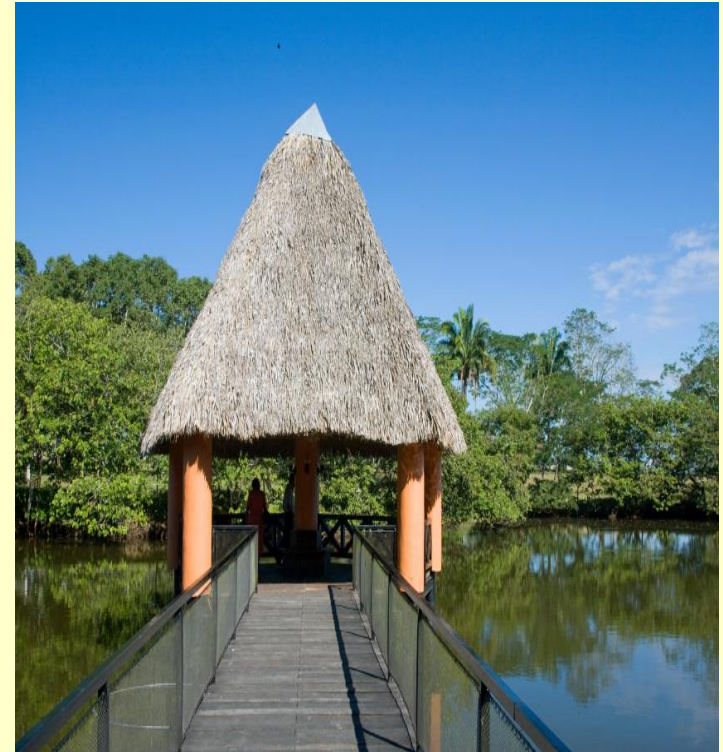
- **Less than 30 children - shall meet requirements for Residential Codes**
- **30-99 children - shall meet Business Codes**
- **More than 99 children - shall meet requirements for Assembly Educational or Institutional Codes**
- **Inspection REQUIRED FOR ALL OF THE ABOVE**



Summer Day Camp

- **If not a building:**
 - **Must be at least a permanent roofed shelter with overhang**
 - **Arrangements must be made for inclement weather**

10A NCAC 09 .2504(b)





Summer Day Camp Fence Requirements





Summer Day Camp

Fencing Requirements

- **Outdoor play area protected by a fence**
- **Minimum height 4 feet**
- **Top of fence free of protrusions**

10A NCAC 09 .0605(g)



Summer Day Camp

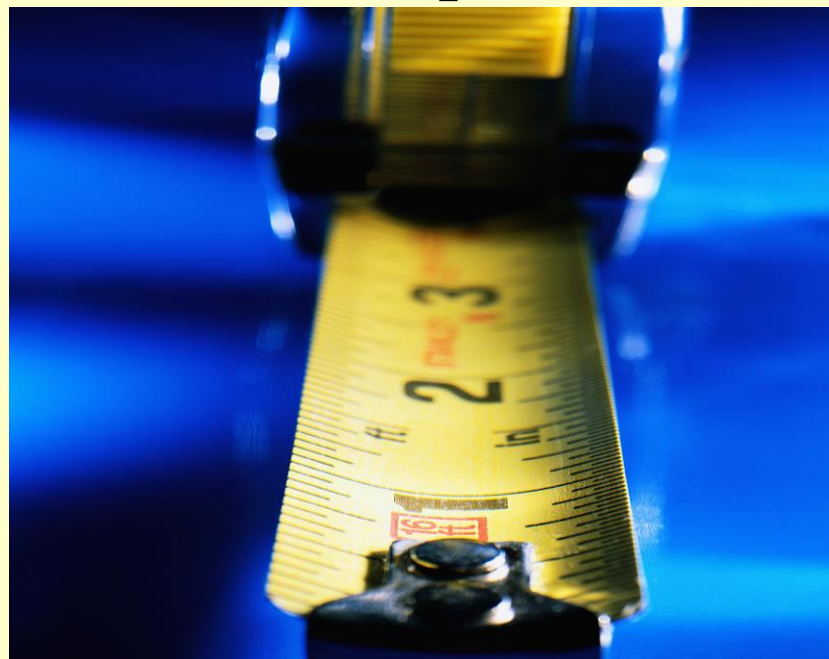
Fencing Cont.

- **Gates remain securely closed during children's play**
- **Schools and park not required to have fence**



Summer Day Camp

Space Requirements

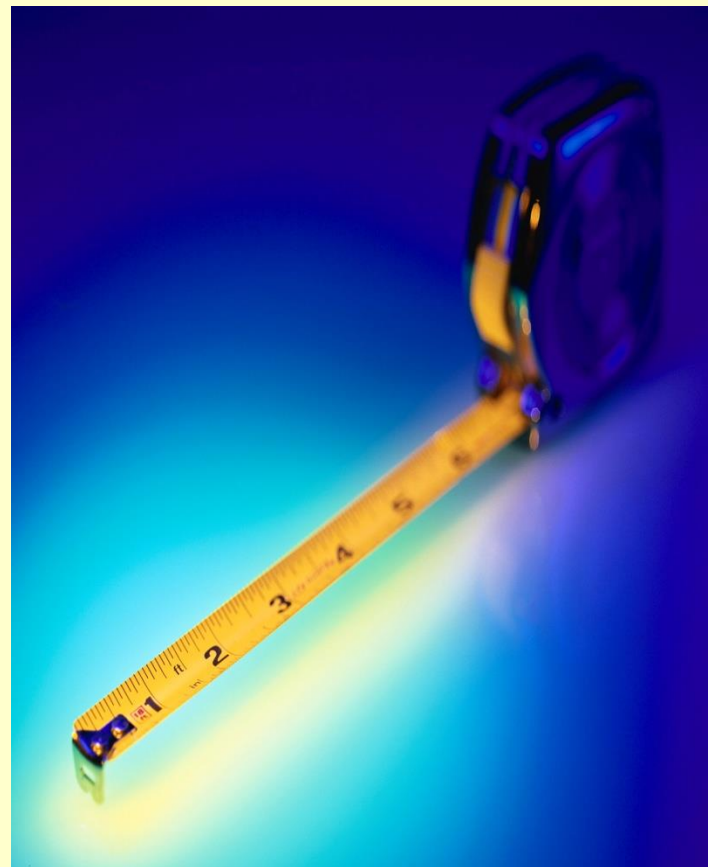




Summer Day Camp

- **Indoor Space 25 square feet per child**
- **Outdoor Space 75 square feet per child OR 75 square feet for at least $\frac{1}{2}$ of licensed capacity**

10A NCAC 09 .1401, .1402





Summer Day Camp

Exceptions to Space Requirement:

- **When children are outside or off the premises for 75% of the day**
or
- **Minimum 10 square feet indoor space per child**

Summer Day Camp Cont.

- **Exceptions to Space Requirement:**

When home base does not provide 10 square feet, operator must provide notarized copies of letters agreements or contracts for facilities the children will use for during inclement weather





Summer Day Camp

Fire & Building Requirements





Summer Day Camp

- Fire Inspection (when applicable)
- Monthly fire drills are required
- Completed Monthly Fire Drill form includes:

Center Fire Drill Report

Year _____

Name of Center _____

Name of Administrator _____

Address of Center _____

North Carolina State Building Code Requirements for Child Care Centers

Each center shall formulate a plan, in cooperation with the Local Fire Department, to evacuate in case of fire or when necessary. (Fire extinguishers shall not be used until the children are safely evacuated unless the center has sufficient staff personnel to evacuate the children safely and use fire extinguishers simultaneously.) All employees shall be instructed and kept informed of their responsibilities under the plan. **There must be at least one unannounced fire drill monthly and it must be conducted at a different time each month.** Records of monthly fire drills giving the date each drill held, the time of day, the length of time taken to evacuate the building, and the signature of the person that conducted the drill shall be readily available to a Division representative for review. [10A NCAC Chapter 09 .0302(d)(4)] Additional information listed in the NC Fire Code [Chapter 4] requirements.

Date	Time of Fire Drill	Time Required to Evacuate	Staff Roster Attached	# of Occupants Evacuated	Notification Method Used	Weather Conditions	Comments for Special Conditions or Problems Encountered	Signature
			Y/N					
			Y/N					
			Y/N					
			Y/N					
			Y/N					



Summer Day Camp

Staffing





Summer Day Camp

- **Requirements for Administrator (can be off-site)**
- **21 years of age AND**
- **400 verifiable hours working with school-age children in licensed program OR**
- **600 verifiable hours if worked in unlicensed program AND**
- **Complete NC Early Childhood Administration Credential or its equivalent**

G.S. 110-91(8).



Summer Day Camp

- **Program Coordinator (must be on-site)**
- **18 years of age with a high school diploma or its equivalent**

AND

- **2 Semester hours in child/youth development and 2 semester hours in school age programming**

OR

- **BSAC and NCECC OR NCECAC**

10A NCAC 09 .2510(c)



Summer Day Camp

Group Leader

**18 years of age and
high school diploma**

And

**BSAC training within 6
weeks of hire**

10A NCAC 09 .2510(c)





Summer Day Camp

Basic School-Age Care Training (BSAC)

- **Five (5) clock hours
of specific school
age training**

10A NCAC 09. 0102(3)








Summer Day Camp

- Access BSAC training at www.ncchildcare.net

NC Division of Child Development and Early Education
Home Page
Search for Child Care
Buscar un Establecimiento de Cuidado de Niños



North Carolina
Department of Health & Human Services


PARENTS

PROVIDERS

COUNTY STAFF

SEARCH

Providing Child Care

Star Rated License

Provider Documents

Professional Development

Provider Contacts

Provider Resources

Provider Contacts

Step 1:
Select county

Step 2:
Check the type of contacts (one or more)

Step 3:
Submit query

Select County

☒ Child Care Resource & Referral
☐ Community College Early Childhood Department
☒ Smart Start Quality Initiative
☐ DCD Licensing Supervisors
☐ County Child Care Contacts/Social Services Day Care Coordinators
☒ Family and Consumer Extension Agents
☐ All of the above

Submit

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[Top of Page](#)



Summer Day Camp

Health and Safety and Special Staff Training Requirements





Summer Day Camp

- **FIRST AID/CPR**
- First Aid completed every 3 years or before expiration on the certification

10A NCAC 09.0705(b)]



- CPR renewed every 2 years or before the expiration of certification, which ever is less

10A NCAC 09.0705(d)



Summer Day Camp

DCDEE Approved CPR and First Aid Agencies

1. The American Academy of Orthopedic Surgeons (AAOS)
2. The American Academy of Pediatrics
3. American Heart Association
4. American Red Cross
5. American Safety and Health Institute (ASHI)
6. Emergency First Response
7. EMS Safety Services
8. Medic First Aid
9. National Safety Council
10. Emergency Care Safety Institute (ECSI)



Summer Day Camp

Recognize Common Symptoms:

- **At least one staff member shall be knowledgeable of AND able to recognize common symptoms of illness**

10A NCAC 09.0705(a)





Summer Day Camp

- **Staff shall complete at least 4 clock hours of training on:**
 - **Playground safety hazards**
 - **Playground supervision**
 - **Maintenance of the outdoor area**
 - **Developmentally appropriate playground equipment**

10ANCAC 09 .0705(e)



Summer Day Camp

Transportation Requirements





Summer Day Camp

- **Written permission from parents**
- **Adult and children restrained with individual seat belt or appropriate child restraint device**
- **Emergency and ID information for each child must be in the vehicle**

10A NCAC 09 .1001



Summer Day Camp

- **Vehicles must be in good repair**
- **Vehicles must be insured**
- **Vehicle must be equipped with first-aid kit**
- **Emergency and ID information about each child must be provided**

10A NCAC 09 .1002(a)(b)



Summer Day Camp

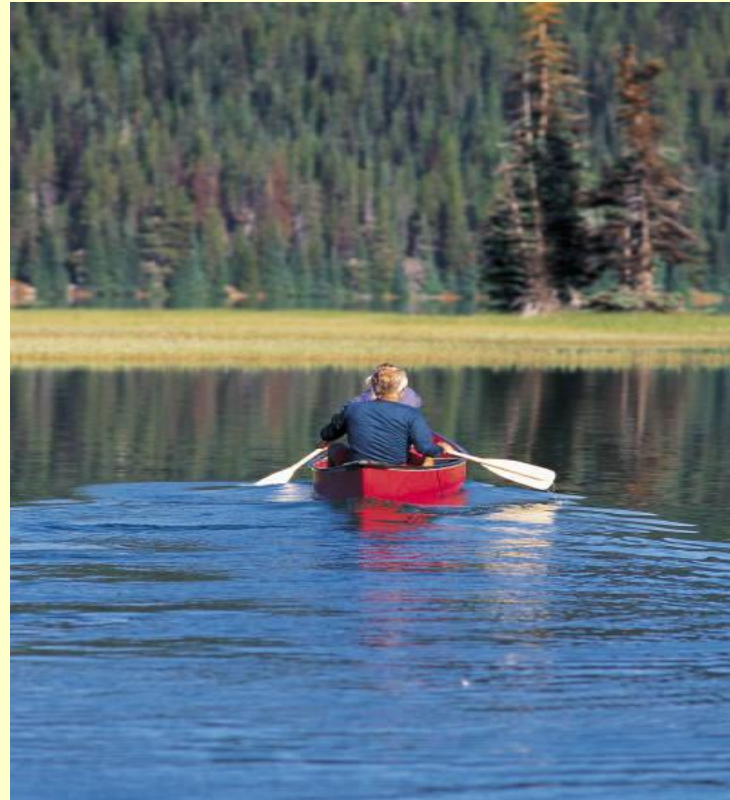
- **Driver must be 21 years old and licensed**
Or
- **School bus driver licensed**
- **Children must never be left unattended in vehicle**



Summer Day Camp

Life jackets are required when children are:

- Canoeing
- Boating
- Rafting



10 A NCAC 09.2506(e)



Summer Day Camp

Children riding bicycles must wear:

- **Safety Helmets**
- **Potentially hazardous equipment:**
 - Kept in a locked area
 - Used under adult supervision.

10A NCAC 09.2506(e)]





Summer Day Camp

Potentially hazardous equipment should be:

- **Kept in a locked area**

10A NCAC 09. 2506(c)





Summer Day Camp

- All children must be adequately supervised



10A NCAC 09.2506(d)]



Summer Day Camp

Record Keeping





Summer Day Camp

Center Records....

- **Emergency Medical Care Plan**
- **Fire Drills**
- **Menus**
- **Daily Schedule**
- **Playground Inspections**
- **Permission to transport/ leave premises**

10A NCAC 09 .2318



Summer Day Camp

Staff Records:

- **Application**
- **Physical exam/TB test**
- **Criminal Records Background Checks**
- **Emergency information**
- **Orientation**
- **In-service training**
 - **CPR/First Aid**
 - **Safety**
 - **Child Development/School Age Programming**

10 NCAC 09.2510(m)



Criminal Background Check Preservice Requirements





Summer Day Camp

Criminal Background Check Preservice Requirements:

CRC qualification must be issued prior to:

- Being hired by a child care facility
- Receiving a license to own or operate a child care facility
- Living in a FCCH or center in a residence
- Moving into a FCCH or center in a residence



Criminal Background Check Preservice Requirements

Comprehensive Background Checks

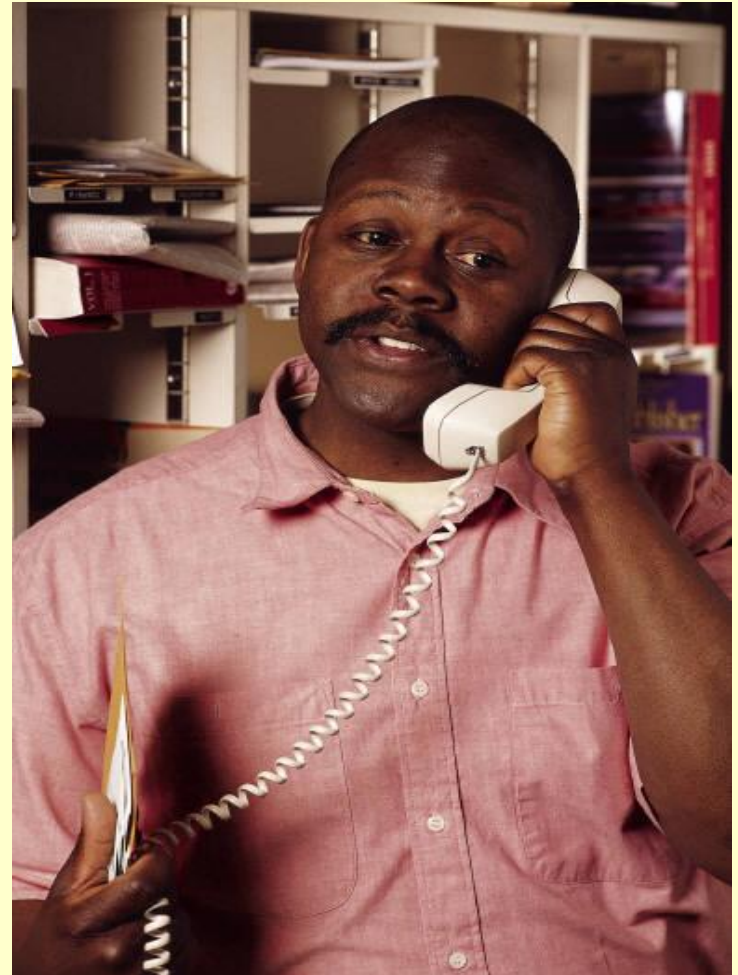
- Federal fingerprint check prior to employment and every 3 years thereafter (even person remains at the same facility)
- \$25 payable online to DHHS
- Statewide Administrative Office of the Courts (AOC) check completed by DHHS (no cost)
- Responsible Individual List Check (no cost)
- Volunteers counted in staff/child ratio or who have unsupervised access to children are required to have background checks
- Staff will complete a statewide AOC (no cost) prior to assuming care of children.



Criminal Background Check Preservice Requirements

Mandatory Reporting Requirement:

Any charge, indictment or conviction received after qualification must be reported to DHHS by email at DHHS.CRC.Unit@dhhs.nc.gov or by phone at (919)773-2856.





Criminal Background Check Preservice Requirements

Procedural Changes

- When an applicant is qualified prior to employment, licensure or residency, the applicant can work/live in any facility in North Carolina while the qualification is valid without having to complete a new fingerprint check.
- If an applicant changes facilities while the qualification is valid, the applicant must fill out a “Change of Information” form to notify the DHHS Criminal Record Check Unit of their change of employment/residency.
- The owner/director is responsible for ensuring the Unit is in receipt of the form. The required change form is the same form used by the Workforce Education Unit.



Criminal Background Check Preservice Requirements

- Applicants currently qualified may continue to work or have residency under their current qualification letter until it expires.
- For applicants who have already received a requalification as of March 4, 2013, the expiration date is printed in bold on the letter.
- For those applicants who **have not** received a requalification letter as of March 4, 2013, the letter will expire three years from the date of hire printed on the letter (next to the date of birth and above the facility ID#).
- Once automation changes are made, the expiration date will be printed on all notification letters. Going forward, the CRC letters will expire three years from the date of qualification



Criminal Background Check Pre service Requirements

Steps To A Successful Criminal Background Check

1. MAKE YOUR INDIVIDUAL ONLINE PAYMENT FOR CRIMINAL RECORD CHECK PROCESS. \$25.00 PLUS A \$1.50 PROCESSING FEE.

Access the online payment system at www.ncchildcare.net website, under the “*DHHS Criminal Record Checks*” link on main page.

A copy of the “Payment Confirmation” receipt is to be submitted with the packet.

The Division of Child Development & Early Education

This process covers the Payment portion only for the Criminal Record Check. For details regarding the other items needed to complete the criminal record check for you, please visit www.ncchildcare.net prior to registration.

If you are a new or returning customer wanting to enter a NEW REGISTRATION please do the following:

1. Enter your email address
2. Verify your email address.
3. Click "Continue"
4. Click "Start a New Registration"

DHHS Criminal Background Check

DHHS Criminal Record Check Unit
2201 Mail Service Center
Raleigh, North Carolina 27699
United States
1-800-859-0829

 [Email Us](#)

[View Your Existing Registration](#)

Start Your Registration

★ Email Address:

★ Verify Email Address:

[Continue](#)





Criminal Background Check Pre service Requirements

Steps To A Successful Criminal Background Check

2. SUBMIT YOUR FINGERPRINT IMPRESSIONS CARD or LIVE SCAN FORMS

**** (excludes uncompensated providers)*****

[The Division of Child Development & Early Education](#)

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DHHS Criminal Background Check

DHHS Criminal Record Check Unit
2201 Mail Service Center
Raleigh, North Carolina 27699
United States
1-800-859-0829

☒ [Email Us](#)

[View Your Existing Registration](#)

Start Your Registration

★ Email Address:

★ Verify Email Address:

Continue



Division of Child Development and Early Education
5 Star Rated License • Prekindergarten • Subsidized Early Education for Kids



Criminal Background Check Pre service Requirements

Steps To A Successful Criminal Background Check

- 3. Complete the “Purple Bubble Sheet”. (Brown Bubble Sheets are no longer accepted)**
- 4. Submit all forms including a copy of the Payment Confirmation receipt**
 - Completed Live Scan forms (in lieu of a fingerprint card), or FD258 fingerprint card
 - Completed DHHS 004 form (purple bubble sheet)
 - Copy of Payment Confirmation from RegOnline
 - Applicants who live out of state are also required to submit a current, local criminal history from the clerk of superior court in their county of residence. DHHS doesn't have access to out of state records.

Where to Submit

DHHS Criminal Record Check Unit/Child Care Team
2201 Mail Service Center
Raleigh, NC 27699-2201



Criminal Background Check Pre service Requirements

Children's Records

- **Application**
- **Immunization Record**
- **Emergency medical care information**
- **Incident reports/log**
- **Medication records**
- **Transportation/field trip permission**



Summer Day Camp

Children's Records

- **Application**
- **Immunization Record**
- **Emergency medical care information**
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- **Transportation/field trip permission**





Summer Day Camp

Nutrition Requirements





Summer Day Camp

Nutrition.....

- **Meals and snacks must be nutritious**
- **Foods with little nutritional value served only on special occasions**
- **Children can go no more than four hours without meals or snacks**

10A NCAC 09 .0903



Summer Day Camp

Types of food service:

- Catered
- Prepared on site
- Food brought from home

10A NCAC 09 .0901





Summer Day Camps

Nutrition Opt Out Requirements

A statement acknowledging the parental decision to opt out of the supplemental food provided by the center signed by the child's parent or guardian shall be kept on file at the center.

Opting out means that the center will not provide any food or drink so long as the child's parent or guardian provides all meals, snacks, and drinks scheduled to be served at the center's designated times.





Summer Day Camp

When food is prepared on site:

- **Sanitation inspection is required**

When children bring bag lunches:

- **Food MUST meet meal pattern OR**

Summer day camp must provide additional food

Perishable food items from home:

- **Must provide sanitary cold storage**



Summer Day Camp

Daily Schedule





Summer Day Camp

Daily Schedule is

- **A routine, planned sequence of events occurring daily**



Summer Day Camp

A Written Activity Plan
is.....

- **What Children Will
Do on a Given Day
AND at a Given Time**





Summer Day Camp

Activity Plan should meet:

- **Social/ Emotional Development**
- **Cognitive/Intellectual Development**
- **Physical Development**

FOR EVERY CHILD IN CARE



Summer Day Camp

★ Age Appropriate Activities

active outdoor play	arts and crafts	block play
books and language	carpentry	community awareness
creative art	cultural studies	dramatic play
environmental studies	field trips	food experiences
games for individuals and small groups	health and safety	life-related chores
money-making projects	music, rhythm and creative movement	number concepts
problem solving	sand and water play	science and nature
self help skills	sewing	

*If off premises/outdoors 75% of day – 3 activities daily



Summer Day Camp

Screen Time

Screen time includes television, videos, video games, and computer usage. If provided, it shall be:

- (a) Offered only as a free-choice activity,
- (b) Used to meet a developmental goal, and
- (c) Limited to no more than a total of two and a half hours per week, per child.

10A NCAC 09 .0510 7(a)(b)(c)





Summer Day Camp

Aquatic Requirements.....

- Life saving certification required to supervise the children include one lifeguard for each group of 25 children
- Reduced staff/child ratios of no more than 1/13



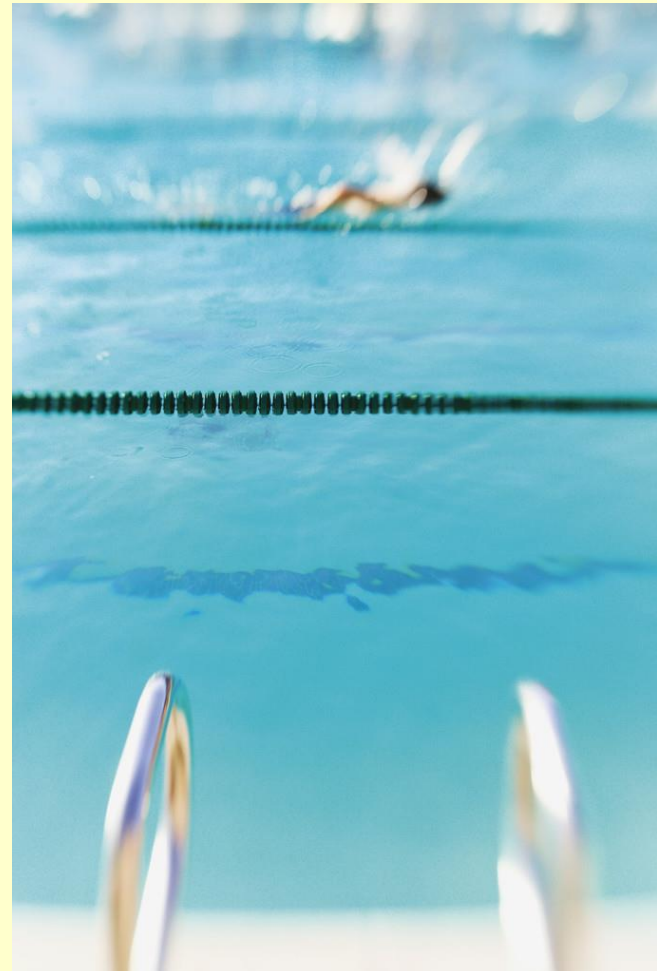


Summer Day Camp

**Swimming pools
located on summer
day camp premises:**

- **Must be enclosed
with fence**
- **Safety rules posted**
- **Must meet DENR
Swimming Pool
Rules**

10NCAC 09 .1403





Summer Day Camp

- Increased supervision during aquatic activities
- Development of policies regarding aquatic supervision, handling of discipline during aquatic activities, aquatic safety hazards and general field trip policies.





Resources

- www.ncchildcare.net
- DCDEE Child Care Center Handbook
- Child Care Requirements
(effective March, 2013)



Summer Day Camp

Closure Process





Contact NC Division of Child Development and Early Education

- By Mail:
NC Division of Child Development and Early Education
Attn: Regulatory Services Section
2201 Mail Service Center
Raleigh, NC 27699-2201
- By Email: DCD.CustomerService@dhhs.nc.gov
- By Phone:
800-859-0829 (in NC only)
Raleigh Area 919-662-4499